

# **Parent/Student Handbook**

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## INTRODUCTION

### **MISSION STATEMENT**

*St. John the Baptist School is an accredited Catholic school dedicated to the intellectual, spiritual, moral, physical, and academic formation of each individual child according to the principles of Catholic faith and the finest educational standards.*

### **PHILOSOPHY**

**"Christ is the foundation of the whole educational enterprise in a Catholic School"**

*(The Catholic School #34)*

*Following this belief, St. John the Baptist School is committed to the education of the whole person, intellectually, spiritually, emotionally, morally, artistically, and physically, in response to the gospel of Jesus as it comes to us through scripture and the tradition of the Catholic Church.*

*By providing sound Christian leadership, competent teaching, a progressive curriculum, and creative learning programs, St. John the Baptist School seeks to address the individual needs of its students, encourage them to academic and moral excellence, prepare them to assume their proper roles in the Church and American society, and develop in them a respect for all peoples and cultures.*

### **GOALS AND OBJECTIVES**

Our goals and objectives are to achieve the maximum potential of each individual.

To develop our Catholic faith through common worship and prayer, and to study scripture, Catholic doctrine and social teachings.

To work closely with parents/guardians in the education of their children.

To help students develop a love of learning and the power to think constructively and reason independently.

To lead students to a mastery of skills in specific subject areas.

To foster a love of God, all human life, family country, and the natural world.

To offer students leadership and guidance in developing a responsible moral life.

To encourage students to recognize and enhance individual abilities.

To provide opportunities for students to give witness to their Christian faith by acts

of service to others.

To lead students to respect themselves and others, as well as understand and appreciate other cultures and peoples.

Through all these efforts, we bring glory to God by being people of love, service, peace and justice in our school, our parish, our community and our word.

### **SCHOOL ACCREDITATION**

St. John the Baptist School is accredited by the Minnesota Non-public School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of the staff.

### **SCHOOL HISTORY**

In order to provide Catholic School education for our young people the present school building was planned and completed in 1958 at a cost of \$100,000. In 1959, the parish began the construction of a convent to provide housing for the sisters who teach and minister in the parish. On August 2, 1959, Bishop Cowley blessed both the new school and the convent. The School Sisters of Notre Dame from Mankato, MN staffed St. John School from 1959-1993.

The Franciscan Clarist Congregation from Kerala, India joined the faculty in 1994 and continues to serve the school and parish. Sr. Tresa Margret became the principal in 1995. St. John School continues to be the focal point of St. John parish and the community of Vermillion.

The school began with grades 1-8. In September of 1968, due to declining enrollment, it was decided to drop grades 7&8. In 1986, School District #200 changed the middle school grades from 7-9 to grades 6-8. To ease the mainstreaming transition St. John school was changed to grades 1-5. In the 1993-94 school year a kindergarten program was started, the following year (1994-95) a pre-school 4-yr old program was added. A 3-year old preschool program and all day every day Kindergarten program was added in the 2005-2006 school year.

Due to the lack of space in the existing school, the parish decided to add offices, library, music room, classroom, conference room, handicapped bathrooms, health care room for sick children, and a multi-purpose room to the existing school. Construction started in March 2005. In October 2005, the new building was blessed and dedicated by Archbishop Harry J. Flynn.

## **IMPORTANT PHONE NUMBERS**

School Office	437-2644
School Fax	437-9006
Parish Office	437-5652
Parish Hall	437-1933
Convent	438-8680

## **SCHOOL PROCEDURES**

### **PARENTAL ROLES AND RESPONSIBILITIES**

Parents/guardians are informed of the programs, regulations, and policies of the school. In assisting your child, we recommend the following:

Familiarity with information contained in handbooks and other newsletters from the school.

Inform the school in writing of:

Student illness or absence

Parental status and custodial constraints

Change in transportation routine

Change in address, phone, emergency contact, childcare, etc.

Arrangement that might affect communication with the school

Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply.

Meet admission regulations.

Comply with:

Policies and regulations

Goals and objectives of the Catholic schools as identified in this parent/student handbook

No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.

### **CONTACTING THE SCHOOL**

The school's office hours are 8:00 - 4:00. The answering machine/voice mail is available for any messages. If a message is left, we will contact you as soon as possible, after it is received.

### **ATTENDANCE** (Archdiocesan Policy #5210)

Students are expected to be present and punctual for all classes throughout the school year. Since instruction and class activities are planned in sequential order, the student's presence at school each day is very important. When sickness or serious obligations to the family necessitate absence, the following procedure is to be followed:

Parent/guardian must call the school between 8:30 –9:30 a.m. on the day the child is absent and report the reason for the absence.

Upon return to school after an absence, the student must bring a written note which specifically states the reason for the absence and bears the parent's/guardian's signature.

The note is to be given to the homeroom teacher and kept on file.  
Student will make immediate plans to do all make-up work due to absence upon return to school.

Prearranged Absence: Parents/Guardians who think that some activity involving the family is important enough to require the absence of their child from school should advise the school in writing. Make up work for credit must be made up six (6) school days after returning.

Children arriving late must report to the school office. Excessive tardiness will result in parent/guardian being called and the student must make up the time missed.

### **RELEASE OF STUDENTS DURING SCHOOL DAY**

Requests to be released from school for doctor, dental appointments, etc. must be made in writing prior to dismissal, with parent signature and approval by the principal or teacher.

Parents wishing to pick their child up from school early must first report to the school office. It is essential that we know this is happening. If someone other than a custodial parent is picking up the child, he/she must have a note from the custodial parent giving permission for this action. **No child will be released without this note.**

### **ILLNESS DURING THE SCHOOL DAY**

The principal/teacher dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

### **LENGTH OF SCHOOL DAY**

Preschool hours:

2-Day: Tuesdays, Thursdays; 9:00 - 11:30 a.m.

3-Day: Monday, Wednesday and Friday; 9:00 – 11:30 a.m.

Kindergarten-Grade 5 hours: Monday thru Friday; 8:45 am - 3:30 pm

### **TARDINESS**

Students who arrive after 8:50 a.m. are considered tardy and will be expected to report to the school office. Continued tardiness will warrant a call by the school office to the parents/guardians.

Tardy	If a student comes to school before 10:00 a.m.
½ Absent	If a student comes to school after lunch
½ Absent	If a student leaves school before lunch
0 Absent	If a student leaves after 3:00 p.m.

**SCHOOL CLOSING** (emergency or inclement weather)

In case of emergency or severe weather, please listen to WCCO (830 AM) radio and KDWA (1400 AM) radio school closings. No announcement means that school is in session. **As a general rule *St. John the Baptist School* is closed if the Hastings School District is closed due to severe weather conditions.**

**ARRIVAL BEFORE SCHOOL**

Children living within walking distance should not arrive at school before 8:40 a.m. The students should line up at the designated area when they arrive at school.

**DISMISSAL PROCEDURES**

At dismissal time all walkers, bikers and bussed students are to line up with their teachers in the hallway. The bus and car riders line up at the south door and the walkers line up at the north door to leave. The walkers are dismissed first. The teacher on duty leads the students.

Parents are to wait in the library lobby to pick up their children.

**Students are asked to go directly home at dismissal time.**

**Parking:** Parents may drop off and pick up their children at the main entrance of the school. Parents and visitors may park in the parking lot north of the main entrance.

**VISITORS**

All parents/guardians or visitors must sign in at the office before going to a classroom. Parents/guardians and visitors are welcome and encouraged to attend our open houses, special programs, or observations. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom.

**TELEPHONE USAGE**

A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten books, assignments, etc.

As a rule, neither teachers nor pupils are called to the phone during the hours of class.

Messages may be left with the school principal or secretary if it is necessary to contact either a student or teacher. Children may not use the school phone except in cases of an emergency.

### **VALUABLES**

School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing anything valuable to school.

## **MONEY**

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

## **LOST AND FOUND**

Lost items will be kept in an appropriate place. Encourage students to check for lost items in the Lost and Found area when something is missing.

## **SCHOOL SUPPLIES**

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year.

## **PROMOTION/RETENTION**

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians will be required to sign a waiver releasing the school of any responsibility.

## **STUDENT OF THE MONTH**

An award is given out on a monthly basis to students in each grade who exemplify the goals of St. John. This is not purely an academic award, but given to those students who are working and maintaining themselves to their best capacity.

## **STANDARDIZED TESTING**

Students are tested for achievement through Standardized Testing Program. The main purpose for testing is to help with curriculum planning. Students in grades one through five are tested annually in the spring of each year. Parents/guardians will be notified of the test results by a computerized report.

## **COMMUNICATION WITH PARENTS/GUARDIANS**

The school has established ways of communicating with the parents/ guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

### **Parent/Student Handbook**

The Parent/Student Handbook is issued upon admission of the family to school.

### **Communication Folder**

The folder that comes home several times per month, will contain newsletters, classroom notes, and pertinent notices. The oldest student from each family is responsible for bringing home the communication folder and returning it on the next day.

### **Report Cards**

Report Cards are issued at the end of each quarter. Any questions or concerns should be discussed with the teacher as soon as possible.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are held in the fall and spring. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

### **Communication Procedure**

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.

If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.

If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the canonical administrator (Pastor).

If still not satisfied, a written statement may be filed with the Grievance Committee of the Faith Formation Committee, who will decide whether to pursue the concern.

Refer to the “Grievance Policy” in the School Policies section of this handbook.

Parents and faculty are expected to be very cautious and professional when making comments regarding the school or teachers in front of students or parents. Negative comments greatly affect the outlook and behavior of the students and parents.

## **RELIGIOUS EDUCATION**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is St. John the Baptist School policy that all students, including non-Catholics, attend religious instruction and liturgies. All students participate in religion classes.

## **LITURGICAL PARTICIPATION**

Classes at St. John the Baptist School take turns preparing the liturgy for the weekly school Mass, usually on Wednesday at 9:00 a.m. Parents/guardians are invited to attend this school Mass whenever their schedules permit. On Holy Days of Obligation, the students participate in the Eucharist.

## **SERVERS**

Fourth and Fifth grade students have the opportunity to serve as Altar servers.

## **SACRAMENTAL PREPARATION**

Sacramental preparation is covered in all grades in age appropriate ways. Preparation for the first reception of the Sacrament of Reconciliation and First Eucharist takes place in the Second Grade.

The Sacrament of Reconciliation is usually received in December. First Eucharist is ordinarily celebrated in the early part of May.

## **PRESCHOOL PROGRAMS**

There are two Preschool Programs at St. John School. The 2-Day program is held on Tuesday and Thursday and the 3-Day Program is held on Monday, Wednesday and Friday. They are held from 9:00 –11:30 in the morning. Parents/guardians are encouraged to register his/her children for preschool in the spring. Further information is available in the Preschool Handbook.

## **SCHOOL PATROLS** (Archdiocesan Guideline #5840)

In accordance with M.S. 126.15, the school establishes a safety patrol program.

The safety patrol program is operated under the supervision of the principal. The faculty or staff member assigned by the principal coordinates the program on behalf of the school.

Students in 4<sup>th</sup> and 5<sup>th</sup> grade are patrol members. The patrol director is responsible for supervision, appointment, discipline, etc. of the patrol members and all duties that coincide with the director's job. Students are expected to follow patrol leaders and obey the safety rules.

## **SERVICES**

### **Milk Program**

St. John School participates in the federal USDA special milk program. Under this

program, the school is reimbursed for the milk purchased and therefore students receive it at a reduced price. Students have the opportunity to purchase white, skim or chocolate milk for the whole year. The kindergarten students are provided one serving of free milk each school day.

### **Noon Lunch**

During lunchtime our children are supervised in their classrooms by one of the faculty members. The children bring their own lunches from home. A healthy balanced lunch is encouraged. We will continue to offer pizza lunch on Monday and hot lunch every Friday. The microwave is not available to children to warm up food during lunchtime.

Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct is discussed as a regular part of respecting other and health studies, etc.

### **Recess**

Students are expected to be outside during breaks and recess. Students who are well enough to be in school are expected to participate in outside recess. Therefore, they must be dressed for the weather. If inclement weather or severe temperatures warrant, recess will be moved indoors and the teacher on duty will supervise the students.

### **Title I (formerly Chapter I)**

The purpose of Title I is to provide assistance by the State and local education agencies to meet the needs of children in the areas of Math and Reading.

Working with the classroom teacher, the building Title I contact teacher, or non-public school proctor identifies students and schedules them for appropriate, consistent Title I services.

### **Special Education**

The special needs of students in the non-public school are addressed through the public school district in three ways:

Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to our school. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, speech or motor skills.

If the interventions are not successful the student may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).

The IEP may be written with the goals to help improve the areas of need. The services may

be direct or indirect. Indirect service is done at the non-public site. Direct service is done off site and transportation is provided by the public school.

### **School Nurse**

St. John the Baptist School receives health services through the school district. The school nurse maintains school health and immunization records, conducts periodic health screenings, and oversees the general good health of the student body. The school nurse is employed, supervised, and directly accountable to the Hastings School District.

### **LIBRARY**

Appropriate quiet behavior is to be observed in the library.

Library cards are to be signed with name and grade.

Reference books and encyclopedias may never be taken home. They may be used in the classroom, but must be returned at the end of each week.

All books are to be returned to the book cart only.

Torn, damaged, or lost books should be reported immediately to the teacher. Students are responsible for paying for lost or damaged books.

The Dakota County Bookmobile comes every other week and grades are scheduled to obtain books.

### **SCHOOL PICTURES**

Individual student pictures are taken once each year. Notification of this will be given well in advance of the photography session.

### **YEARBOOK**

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

### **FIELD TRIPS** (Archdiocesan Guideline #6630)

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified of the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian

authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENT/ GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Whenever possible, field trip participants travel by bus. We only travel by bus when we are going on an All School Field Trip. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified and the use of seat belt will be assured. All private vehicles used to transport students must have documented current registration and proof of insurance.

All student-sponsored field trips should have an educational purpose and outcome. A maximum of two field trips are permitted per grade per year. All school field trips are not included as grade level field trips. Students are to pay for any bus transportation that is required. The principal orders all buses.

## **TRANSPORTATION POLICY (Catholic Mutual)**

### **Private Passenger Vehicles**

If a private passenger vehicle must be used, then the following information must be supplied.

The driver must be 21 years of age or older.

The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.

The vehicle must have a valid and current registration and valid and current license plates.

The vehicle must be insured for the following minimum limits: \$100,000 per person/  
\$300,00 per occurrence.

A signed Driver Information Sheet on each vehicle used must be obtained prior to the event.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

### **10-15 Passenger Vans**

The use of 10-15 passenger vans is not allowed under any circumstances for the transportation of school-aged children. Both federal and state laws prohibit the transportation of school-aged children in these vehicles for school activities. The Archdiocese of St. Paul and Minneapolis has extended that ruling to include all children for any activity, in the interest of the safety of the children.

## **GUEST SPEAKERS/ASSEMBLIES**

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities and for prayer, business or various events.

## **HOMEWORK** (Archdiocesan Guideline #6540)

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant--teacher, student, and parent/guardian--must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

### **Homework Responsibilities of Teachers**

Communicate to students and parents/guardians homework goals and expectations.

Set clear and concise expectations concerning assigning, returning, and evaluating homework.

Coordinate homework assignments with other teachers with whom students work, and who may assign homework.

Assign appropriate homework according to students' needs.

### **Homework Responsibilities of Students**

Know and understand the purpose of the homework assignment.

Responsible for copying assignments into Assignment Notebook (Gr. 3-5), understanding directions, and knowing what is required for completion of the assignment.

Responsible for completing and returning assignments.

Understand when some assignments are to be completed independently, others as a team effort.

Complete assignments neatly and do quality work.

### **Homework Responsibilities of Parents/Guardians**

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help her/him with explanations.  
DO NOT DO THE HOMEWORK FOR THE CHILD.
6. Look over the assignment to affirm completion and quality. Praise your child.
7. Support the teacher and the child. Get both sides of a story before making a judgment.

### **Make-Up Work**

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, please inform teachers in the morning who will come for the homework. Teachers will have assignments ready for pick-up after the regular school day.



## **DAILY SCHEDULE**

7:00 am	Building opens
8:00 am	Teachers arrive
8:30 am - 8:40 am	Bus arrives - students into home rooms
8:35 am - 8:40 am	All other students arrive
8:45 am	Bell for beginning of school day
10:15 am	Snack for grades K-3
12:00 am - 12:20 pm	Lunch period
12:20 pm - 12:40 pm	Recess for all students
12:40 pm	Bell for resuming classes
2:15 pm - 2:30 pm	Recess for grades K-3
3:20 pm - Bell 1	Get ready for dismissal
3:30 pm - Bell 2	Dismissal

## **SCHOOL CALENDAR**

A school calendar is provided to parents/guardians in the fall.

## **FIELD DAY**

This is usually held during the last week of school on the school playground. It is sponsored and organized by the Home and School Association. The students participate in games for fun.

## **GRANDPARENTS DAY**

Students invite their Grandparents to come to school for an Open House, to attend Mass, and enjoy a meal together in the Parish Hall.

## **CATHOLIC EDUCATION WEEK**

One week each school year is designated as a week of celebration and reflection on the benefits of Catholic education. Students and faculty participate in special events throughout the week. An open house is held with a special All School Mass on Sunday.

## **MINI-COURSES**

During the school year students will have the opportunity to attend "Mini Courses" taught by volunteer parents.

## **PARTIES**

All holiday parties (K-5) are held from 2:15-3:15 p.m. Holiday parties for Pre-school are held from 10:15-11:15 a.m. Parents plan the games and snacks for these parties. All

parents are expected to sign up to help with planning of a party at least once during each school year. Room parents are responsible for organizing the parties.

### **SCHOOL VOLUNTEERS**

Parents are expected each year to become a part of the school's volunteer program. Volunteers are a vital part of our success at St. John School. There will be many opportunities for parents to be involved. *It is expected that every parent is to volunteer 30 hours.* If they are unable or unwilling to give their time, they are expected to pay an amount equal to \$10.00 an hour. Our goal at St. John School is 100% participation by our parents.

### **VOLUNTEER HANDBOOK**

Refer to the Volunteer Handbook for volunteer opportunities and directions.

### **PARTY INVITATIONS**

Birthday Party invitations are not allowed to be distributed at school in order to be sensitive to the feelings of other children. All invitations should be distributed or mailed from home.

## **STUDENT CONDUCT**

In order to maintain a Christian learning environment it is necessary to have a Code of Conduct, which provides a safe and secure setting for students, faculty, and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions.

### **ST. JOHN THE BAPTIST SCHOOL DISCIPLINE PHILOSOPHY**

*St. John the Baptist School believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of St. John the Baptist School philosophy of discipline. Students are to behave in a manner, which is morally responsible and brings credit to themselves, their families, and St. John the Baptist School. Parental support is an important part of the school's discipline policy.*

### **POSITIVE REINFORCEMENT/REWARDS**

It is important to have vehicles in place that promote and celebrate good behavior and student success. Positive reinforcements for appropriate behavior and academic progress/success may include, but are not limited to, the following: award certificates, superstars, stickers, etc.

### **DISCIPLINE PLAN**

The teacher and students will make a set of rules, and these shall be posted in each classroom. Consequences are to be discussed. A set of these rules is to be handed into the office to be kept on file.

All students at St. John the Baptist School are expected to follow the three general rules of discipline:

1. Treat everyone with kindness and respect.
2. Respect all property.
3. Respect students' right to learn and teachers' right to teach.

The following are considered to be major school offenses and are unacceptable at any time. Hitting, fighting, and/or physical abuse of a student.

Refusing direct requests or commands as a defiance of authority.

Disrespectful or offensive language.

Destruction of property.  
Continual disruptive behavior.

When a student commits a major offense, “The School Discipline Action Plan” form is given to the student.

### **Minor Infractions**

At the beginning of each school year, your child's teacher will send home a guideline on classroom behavior. Discipline for minor misconduct or infractions will be managed by the classroom teachers. Samples of minor misconduct include but are not limited to:

Unprepared for class  
Running in the halls  
Improper attire without an excuse  
Gum/candy during class

*Repeated occurrences may result in detention, suspension, or expulsion.*

### **Major Infractions**

Infractions of the severity listed below may result in detention, in-school suspension, out-of-school suspension or expulsion. These more serious infractions include but are not limited to the following:

Theft  
Property destruction or vandalism.  
Leaving the school grounds without permission or a pass.  
Fighting  
Inappropriate or profane language.  
Any willful conduct that violates or may violate any rule of conduct or school policy.  
Any willful conduct that disrupts or threatens to disrupt the ability of others to obtain an education.  
Any willful conduct that endangers or has the potential to endanger the student or other students, faculty, administration, or the property of the school.  
Other conduct or behavior on the part of the student that, in the opinion of the school, adversely affects the desirability of continued enrollment.

### **DEFINITIONS: Detention, Suspension, and Expulsion**

**Detention:** Time spent in the school as a disciplinary consequence in addition to the regular school day. Detention is served before or after school.

**In-house Suspension:** In-house suspension is removal of a student from his/her classroom by the principal for a period of time. The student shall be relocated to a distant classroom space, usually for not more than one day. Work will be assigned and completed.

**Out-of-school** Out-of-school suspension is the temporary removal of a student from school

**Suspension:** by the principal. While at home, work will be assigned and completed. The re-admission process will require a family conference with the principal.

**Expulsion:** Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school.

**SUSPENSION:**

A student may be suspended by the principal for serious and/or repeated violations of school rules and policies. The principal in such an instance will take the following action:

**St. John Suspension Process:**

1. The student will be notified about of the violation and resulting suspension.
2. Parents/guardians will be notified of the student's violation and resulting suspension.
3. A conference may be scheduled with the parents/guardians, student, and principal to discuss the incident.

**EXPULSION:**

Expulsion means the permanent exclusion of a student from school. Expulsion may be the consequence of serious or repeated offenses which disrupt the daily academic process, or if the student's presence poses danger to him/herself or other persons or property.

**St. John Expulsion Process:**

Notify the student of the punishable violation.

Notify the student's parents/guardians of the punishable violation.

Arrange for a consultation by the appropriate school members

Take action as recommended by the appropriate staff members.

**ALCOHOL/CHEMICAL/DRUG ABUSE (Archdiocesan Policy #5750)**

Minnesota State law directs all schools to develop comprehensive policies and procedures which will provide direction to all school employees, students, families and community members so that chemical use problems will be properly addressed. The following are our policies and procedures in this regard:

Training to ensure that all staff has the knowledge and skills to recognize and minimize chemical use among the students.

A drug prevention program for students with age appropriate information and developmental experiences necessary to assist students in making responsible decisions.

Intervention efforts for students who demonstrate behavior causing concern.

Mandatory counseling through a program approved by the school.

Penalties, including expulsion, if need be, that will be imposed by the school, and an appeal process that may be used by the student and his/her parent/guardian.

### **HALL BEHAVIOR**

When walking in the hallway, students are expected to reflect concern for the learning atmosphere by not running, by speaking in a quiet voice, and by keeping their hands to themselves.

Gum is not allowed before or during school hours unless permission from the teacher is granted.

### **LOCKERS**

Coats and book bags are hung in the lockers. Book bags must fit inside the locker and the locker door must be able to close easily. Overshoes/boots are placed neatly under the lockers.

### **LOCKER INSPECTIONS**

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent.

### **LUNCHROOM RULES**

1. Remain seated until the bell rings for recess.
2. Demonstrate good table manners.
3. Speak with regular classroom voices.

If the noise level becomes louder than regular classroom voices, a warning is given to lower voices (e.g. turn one light off).

A second warning is given if the noise level rises above classroom voices

again (two lights off).

If the noise level calls for a third warning, the students lose five (5) minutes of recess time. The rest of the lunch period is spent in silence.

4. Clean up their own untidiness.

### **SEXUAL HARASSMENT** (*Archdiocesan Policy #3750*)

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, sexually motivated physical conduct, or other verbal conduct or communication of a sexual nature. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Each local school and/or catechetical program shall maintain a learning and working environment that is free from sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or employee through conduct or communication of a sexual nature.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The local school and/or catechetical program will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student, employee or volunteer who sexually harasses or is sexually violent to a student or employee of the school.

#### **Procedure:**

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student, employee, or volunteer of the local school and/or catechetical program should report the alleged acts immediately to an appropriate official (principal/director of catechesis).

The local school and/or catechetical program is not mandated to report student-to-student harassment to child protection authorities unless the harasser is a caretaker. A timely and proper investigation of student-to-student sexual harassment complaints is essential. A detailed investigation report documenting interviews, conclusions and recommendations should be placed in a sexual harassment file.

Advise the complainer, alleged harasser and parents of the outcome of the investigation in writing. Warn the harasser in writing that he/she must not retaliate against the victim. Invite the complainer to report recurrences or retaliation and monitor the situation.

### **SPECIFIC PLAYGROUND RULES**

Students are expected to walk their bicycles on the school grounds. Bicycles can be parked

on the south side of the school building. The bicycles are off-limits during school hours.

Students will be expected to remain on the playground. Students may come into the building during playground times when a teacher has given the child permission. Sick children must have a note from home if they wish to stay in during recess.

Students are expected to play in designated areas away from the school building.

Touch and flag football are acceptable games. Unnecessary rough play, like tackle football and other dangerous physical contact games, are not acceptable.

For the safety of all, students may not throw snow balls or dangerous objects. Snow forts may be built using snow off the ground only.

No student should play by the dumpster. Throwing of stone pebbles is not permitted at any time.

All playground equipment has been provided for the enjoyment of the children. Students are expected to use this equipment in the correct manner. Those who take any items out are responsible for bringing it back indoors.

Students are expected to use appropriate language at all times.

When the bell rings, students are to line up quickly and quietly by grades on the yellow lines in the back of the school. Students should walk in a line, one behind the other, into the school with no talking.

The consequences for violations includes, but not limited to, losing recess, sit out, and/or detention.

### **WEAPONS/EXPLOSIVES/DANGEROUS ITEMS** (*Archdiocesan Policy #5610*)

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy will be subject to mandatory expulsion.

St. John the Baptist School takes the position of zero tolerance on real and look- alike weapons, including, but not limited to:

1. All firearms (whether loaded or not).
2. Other guns of all types including pellet, starter, or B-B.
3. Switch blades or automatically opening knives.

4. Explosives, including firecrackers or live ammunition.

## **HEALTH/SAFETY**

### **EMERGENCY INFORMATION**

An emergency card on each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

### **HEALTH RECORDS**

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten. The State of Minnesota requires immunizations to be up-to-date.

### **IMMUNIZATIONS** (*Archdiocesan Policy #5810*)

Minnesota School Immunization Law, (Minnesota Statutes 1991 Section 123.70) describes the immunization requirements.

**All** immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. The parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician.

### **MEDICATION DURING A SCHOOL DAY** (Minnesota Statute 126.202)

A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician, thereby releasing school personnel from liability should reactions result from the medication.

The physician shall be requested by the parents/guardians to prescribe two bottles of medication if it is necessary that it be given during school hours. One bottle will be kept at home and the other at the school under the care of school authorities. Both bottles shall contain the name of the physician. Administration of the medication during school hours will be supervised by designated school personnel, conforming with the physician's indicated dosage schedule.

Under no circumstances may school personnel provide any unauthorized medicine to a student. This includes over-the-counter medication, such as aspirin.

### **HEALTH SCREENING**

Annual vision and hearing examinations are conducted each school year. Scoliosis screening is done in the 5<sup>th</sup> grade.

### **ILLNESS/INJURY DURING SCHOOL**

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. No over-the-counter medication, including aspirin, can be given to a student for any reason. No student will be sent home without a parent's/guardian's permission.

### **REPORTING OF CHILD ABUSE/NEGLECT** (*Archdiocesan Guideline #5640*)

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse, which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency.

This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

**Neglect** is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance.

**Abuse** can be physical or sexual abuse, or emotional maltreatment.

### **SCHOOL EMERGENCY PROCEDURES**

St. John the Baptist School has established the following procedures regarding school emergencies:

#### **Fire Drills**

Five fire drills are held per year. The following rules must be strictly adhered to for all fire drills:

When the fire bell is sounded, all students immediately WALK out of the room and follow the route indicated.

Appointed monitors close the classroom windows, put the lights out and the last person closes the classroom door.

Strict silence is to be observed leaving and returning to the building.

When outside, the teacher counts her class to give an account of everyone.

Students and teachers are to remain outside the building until the outside bell (the all clear signal) sounds.

Fire drills are timed, recorded and kept in the office.

## **Tornado Drills**

A minimum of one tornado drill is required annually. The following rules will be followed for the emergency drill:

Students from each grade will silently line up and follow their teacher.

The classroom monitor is to close the classroom door.

Students are to assume the protective safety position (crouched on knees, head down, with hands and arms covering head). They will sit facing the locker walls in the hallway by their classroom.

The drill will end with an all-clear announcement.

## **Hazard Inspection**

Teachers are to conduct daily inspections for hazards. Sharp articles, medicines, plastic bags, and chemicals will be kept out of the reach of the children.

## **Hazardous Spills**

The school is aware of hazardous materials in the school building and is prepared to deal with potentially dangerous situations. All hazardous materials are properly stored and labeled. The school is concerned about the welfare of persons in the school's care.

## **Strangers on the Playground**

Lockdown Procedures: Teacher on duty will use the code (blow the whistle three times) and bring the students to the school building and lock the exterior doors. Clear hallways, restrooms, and other rooms that can not be secured. Pull shades. Keep students away from windows. Control all movement until announced "All Clear".

## **Unwelcome Visitors to the School**

Lockdown Procedures: The staff will be notified of the presence of unwelcome visitor/s by using the announced code (ring bell three times). Immediately direct all students, staff and visitors into the nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site. Lock classroom doors. Do not lock exterior doors. Turn off lights. Do not respond to anyone at the door until "All Clear" is announced. Keep out of sight until announced "All Clear".

## **Bomb Threat**

In the event of a bomb threat or other threatening situation other than weather, the staff is informed by a code (five short school bells) to announce to the students. Classes then follow the steps and go to the designated area (church basement).

**SAFE ENVIRONMENT POLICY**

The Catholic Community of St. John the Baptist will provide a safe environment for all that allows the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, we will give preferential care to the vulnerable in our midst.

**Mission Statement:**

The Mission of the Safe Environment Program is to proclaim to our community our obligation to provide for the safety, care and nurturing of our children, young people and vulnerable adults.

## SCHOOL POLICIES

### **GENERAL ADMISSION** (*Archdiocesan Policy #5110*)

No child whose parents/guardians desire to enroll him/her in a Catholic School in the Archdiocese of St. Paul/Minneapolis should be denied on the basis of race, ethnicity, or gender.

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises.

Students are accepted in the following priority:

All students presently attending the school.

New students who are brothers and sisters of students in the school.

New students who once had brothers and sisters in the school.

Students on a first year registration in school who are members of the parish.

New students who have transferred from another Catholic school and are members of the parish.

Students who are not members of the parish but are members of another Catholic parish.

Students applying for transfer to the school and are non-Catholics.

### **Waiting Lists**

Waiting lists will be established when grades are filled. The decision to open another classroom would be made at a later date by the school board.

### **Non-Discrimination Policy:**

It is the policy of St. John the Baptist School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises.

### **Entrance to Kindergarten**

St. John's School requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll.

## **CLASS SIZE**

The class size for grades Pre-K at St. John's School will be set at 20 students per classroom. Grades K-5 will have a maximum of 25 students per classroom. All students beyond these numbers will be placed on a waiting list.

## **TRANSFER STUDENTS**

All students transferring to St. John's School during the school year will be on a probationary period of two weeks. After two weeks, the student's academic and behavior standing will be reviewed and a determination made as to whether the probationary period be extended to one month. After one month, another determination will be made as to whether the student is able to abide by the rules of the school and whether their academic needs can be met by the school.

In general, students will not be accepted at the school after the beginning of the school year unless there has been a change of residence, or other extenuating circumstances. Admission to the school is contingent upon having met all financial obligations at a previous private school.

## **TRANSPORTATION**

### **Role of the Public School District**

Minnesota public school districts are to provide "equal transportation" (M.S. 123-76-123-80) to nonpublic school pupils. A district shall provide equal transportation within the district for all school children to any school when transportation is deemed necessary by the Education Committee because of distance or traffic condition in like manner and form as prescribed in M.S. 123-39 and 124-33, when applicable.

When transportation is provided, the public school board shall have sole discretion, control, and management of scheduling of routes, establishment of the locations of bus stops, manner and method of transportation, control and discipline of school children and any other matters relating to transportation.

The public school administration annually and as necessary consults with the appropriate nonpublic school administration on attendance areas, safety economics, conveniences, and availability of space for the students.

The local public school district handles bus arrangements. Bus transportation is a privilege as well. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the

school, etc. Parents/guardians whose children do not follow the bus rule will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

### **Instruction and Training For Bus Safety**

Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

### **Misconduct on the Bus**

Denial to ride the bus may be given for misconduct on the bus. Parents/guardians are notified when such action is necessary.

### **Restriction: Bus Students Only**

Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops.

### **District Policy**

As required by conditions that might affect the safety and well-being of all students, it shall be the policy of Independent School District (ISD) #200 to transport all eligible students residing within the district to and from school on an equitable basis. Guidelines for transportation shall be consistent with the rules and regulations set down by the State of Minnesota.

### **Eligibility**

The pupils eligible for bus transportation furnished by the school district include the following:

All pupils in grades K-6 residing in ISD #200 who live one-half mile or more from school as measured by the shortest route to the school building.

All public and parochial kindergarten students to or from school at noon.

All pupils residing or receiving day care in an area from which the Board has declared that it is hazardous for students to walk to school. Eligibility for students receiving day care shall be determined by the location of the day care residence.

Students who are transferred to another school building in the district as a result of the recommendation of a school administrator, will be transported if the building to which s/he is transferred is a greater distance from the student's residence than the school to which the

student would normally have been assigned. Students who are transferred as a result of a parent or guardian's request will not be provided transportation at the district's expense.

## DRESS CODE (Archdiocesan Guideline #5910)

### Philosophy:

Children's actions directly reflect their appearance. Therefore, we ask our students to observe a standard of dress appropriate for a Christian learning environment. Conceptually, it is the school's goal for the student to maintain an appearance that is conducive to learning and to reflect good self-discipline, yet also to incorporate a flexibility that allows the individual some freedom for self-expression. In an effort to adhere to this policy, the principal and faculty are obliged to interpret and enforce the policy as approved by the Faith Formation Committee

### Dress Code:

There is appropriate attire for different occasions: for church, for school, for work and for play.

Students are expected to come to school appropriately dressed and groomed. This is primarily the responsibility of the student and parents/guardians. Since appropriate is such a broad term, we ask that the students follow these codes.

**Girls** may wear dresses, skirts, blouses, sweaters, dress slacks, jeans, loose fitting leggings, shorts, skorts, sweatshirts and t-shirts. The jeans or slacks should not have holes or be frayed. The shorts, skirts, dresses and skorts should not be of the short-short style. No halter-tops, midriff shirts, sweatpants or wind pants will be allowed. School spirit clothing may be worn on any day.

**Boys** may wear dress pants, jeans, dress shirts, sweaters, shorts, sweatshirts and t-shirts. The jeans or pants should not have any holes or be frayed. The shorts should not be of the short-short style. No wind pants, tank tops or sweatpants will be allowed. School spirit clothing may be worn on any day.

**School Spirit days** will be Monday, Tuesday and Thursday. School spirit clothing is the navy blue t-shirts, sweatshirts, and polo shirts purchased through the school. They have our logo printed on them. **All items with the school logo must be purchased through the school.** Navy school spirit shirts must be worn on all field trips.

The only shirts that will be allowed are those that are plain without pictures or printing on them. It is suggested that students wear collared shirts under sweaters and sweatshirts.

**Mass Day** is a special day and we should remember that clothing should be more like "our Sunday best". Shorts will not be allowed at Mass. Children may change after Mass into clothes that follow the dress code.

**Tennis shoes are required for participation in Physical Education classes and recess.**

**For safety reasons, no open toe or open heel shoes should be worn for physical education.**

**Administration of the Dress Code:**

It is desirable that teachers and administrators spend their time teaching and administrating not enforcing the dress code policy. Therefore, parent/guardian support and management of this policy is expected.

Students who do not adhere to the dress code will experience the following steps to correct the problem:

At the first occurrence, a warning will be given to the student and a note will be sent home to the parents.

If the situation is not remedied after a warning is issued, the school will verbally notify the parents.

Students who do not adhere to the dress code will be subject to disciplinary action.

**STUDENT RECORDS** (*Archdiocesan Policy #5410*)

The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. School records will be sent directly to the new school on request of that school, but only after parents/guardians have signed a release slip.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the adult student or former student.

Parents/guardians may ask to review the contents of any records or data collected regarding their child. A written request must be made to the administrator. Records or data may mean any or all the following:

Academic work completed

Level of achievement (grades, standardized achievement test scores)

Attendance data

Scores on standardized intelligence

Health data

Family background information

Teacher or counselor ratings and observations

Verified reports of serious or recurrent behavior patterns

## **GRIEVANCE POLICY**

If a grievance between parents/guardians or a student and a teacher or school administrator should arise, the following grievance procedure shall apply:

The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.

If the grievance is not resolved, the grievant will meet with the school administrator (if grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school administrator).

If the grievance is still not resolved, a Grievance Committee will hear the grievance.

The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.

The Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral or both.

At the conclusion of the meeting, and upon due consideration, the Committee will make its recommendation to the pastor. The Committee shall not have the power to alter or amend school policies.

The pastor or his designate will then decide the grievance.

The grievance procedure should be completed within 30 days.

If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

## **ACCEPTABLE INTERNET USE POLICY**

With your permission, your son or daughter will have the opportunity to access the Internet at St. John. Please read the following document and discuss it with your child. (Your child's teacher has already discussed this policy with your son or daughter.) When you are finished, please sign the Access Contract and have your child return it to their teacher. No student will be allowed to use the Internet without this form signed.

### **Mission and Purpose**

Our Internet account was established to provide students with another research tool.

The purpose of our Internet account is strictly educational. Students and staff will use it to research subject areas and to correspond with other students or professionals – at the teacher's instructions.

In today's information-rich society, we have more information available to us than we need. Educators have a professional responsibility to help students develop the skills needed to discriminate among information sources, identify information appropriate to their age and developmental levels, and evaluate and use information to meet their educational goals. The Internet is a great educational tool in meeting this goal.

## **Guidelines for Student Use**

Making Internet access available to students carries with it the potential that some students might encounter information that some educators have identified as inappropriate for students. We will be focusing on providing students with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.

The use of Internet is a privilege, not a right. Before using the Internet, students will be taught appropriate usage of the Internet by their teacher. Any action by a student that is determined by their classroom teacher to constitute an inappropriate use of the Internet at St. John School will result in a cancellation of this privilege. St. John School reserves the right to discipline students for inappropriate use of the Internet including off-site incidences, which could bring harm or cause damage to our school.

The following guidelines are the minimum taught to all students before accessing the Internet:

Follow all school behavior and policies when using the Internet. This includes appropriate language.

Be polite. Do not get abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.

Do not reveal your (or anyone else's) personal address or phone number to anyone.

Do not save anything without approval.

Do not gain access to unauthorized areas.

Any items produced by the students will not be posted to the Internet without their parent permission. If permission is granted, items will be considered fair use and available to the public.

In addition to the above guidelines, students will be taught the proper way to:

Send and receive e-mail messages.

The steps taken to log onto the Internet

How to use the available search engines found on the Internet.

How to save, download, and print information found.

## **CARE OF SCHOOL PROPERTY**

Students are asked to carry their books to and from school in a book bag/backpack. If textbooks are lost, the price of a new one will be asked to replace the lost book. School desks, equipment, and other property are to be handled with care. If damage is done, restitution may be required.

## **FINANCE/FUNDRAISING**

### **BUDGET PROCESS** (*Archdiocesan Policy #4210*)

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor/canonical administrator and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

### **TUITION** (*Archdiocesan Policy #4250*)

Each school should have an established and published tuition policy. The policy should include tuition rates (parishioner and non-parishioner), family size tuition scales (when applicable), payment plans, and delinquent tuition policies.

St. John the Baptist Education Committee sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs.

The Faith Formation Committee has set the following tuition policy:

No St. John Parishioner will be refused admittance to the school because of an inability to pay tuition. Non-parish family assistance will be decided on an individual basis by the pastor.

A request for exemption to the tuition payment must be addressed to the principal or pastor. All information regarding tuition assistance will be kept confidential.

Tuition payment may be made in installments according to the schedule chosen in the beginning of the school year. All tuition for the current school year must be paid up by June 1<sup>st</sup> or otherwise arranged with the principal.

### **FEES**

In addition to tuition, some programs, activities and field trips require an additional participation fee.

### **FINANCIAL ASSISTANCE/TUITION ASSISTANCE SCHOLARSHIP**

Tuition assistance is available to parish families who have been registered and active at the school for at least one year. Distribution of funds is based on need and availability of funds. Families who qualify for tuition assistance need to apply and send the tuition

application to the parish or school office before the start of the school year.

## **PARISH INVESTMENT**

Since the entire parish benefits from Catholic educational programs, the entire parish shares in financial responsibility for the education of children. Parish subsidy is that amount contributed by the parish annually to the school. The percentage of parish subsidy level is determined at the local level.

St. John the Baptist School receives subsidy from St. John the Baptist parish. The subsidy represents approximately 40% of the school's operating budget

## **FUNDRAISING** (*Archdiocesan Policy #4280*)

All fund-raising efforts require prior approval by the school principal and pastor. This process eliminates scheduling conflicts and ensures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/ events.

St. John the Baptist School families are expected to participate in fund-raising activities during the year. Major fund-raising projects include the Marathon for Non-public Education in the fall and the St. John Parish Festival in August.

## **STATE AND FEDERAL PROGRAMS**

There are several state and federal programs that non-public students may participate in on an equal basis with public school children. These programs are administrated through the local public school district.

St. John the Baptist School receives state and federal entitlements allocated on a per pupil basis.

### **State programs include:**

Education Aids for Non-public School Children - provides textbook and related individualized instructional materials and health services.

Transportation - Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

State Income Tax Deductions - Taxpayers who itemize deductions may deduct for books, tuition, and transportation costs. The amount may vary from year to year. Please refer to your State Income Tax Manual's directions.

### **Federal Programs include:**

Special Education - Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, review of progress and establish an IEP (Individual Education Plan), which generally involves tutoring by a special education teacher.

Title I - This program provides supplementary instruction in math, reading, and language arts to students who have been identified as "at risk." Computer-aided instruction may be an acceptable alternative to direct services.

Title IV - Safe and Drug-Free Schools - Nonpublic schools receive monies, on a per-pupil entitlement basis, for programs which address drug and safety issues.

Title VI - Non-public schools receive monies, on a per pupil basis, to be used for technology-related reform programs, professional development, and other student-directed improvement programs and materials identified in the school's improvement plan.

Accreditation - Nonpublic schools may choose to be accredited by a state-recognized accrediting agency. The schools must meet the Compulsory Attendance Law Reporting Responsibilities.

Compulsory Attendance – compels school attendance for children between the ages of seven and sixteen. It also requires non-accredited nonpublic schools to report specific information to the district superintendent.

Dangerous Weapons Reporting – Requires public and nonpublic to report MDE (Minnesota Division of Education) incidents involving the use of or possession of dangerous weapons in school zones.

Immunization Reporting – requires nonpublic schools to report immunization records to the state, including conscientious objectors.

Nonpublic Pupil Aids – provides financial assistance to nonpublic schools in three areas:  
Textbook and instructional materials  
Health Services  
Guidance and Counseling Services

Pesticide Notification – requires nonpublic schools to notify parents of students of the pesticide application schedule, that long term effects on children are unknown, and of their option to be notified each time.

## **SCHOOL ORGANIZATIONS**

### **HOME AND SCHOOL ASSOCIATION**

St. John School has a parent/guardian group, Home and School Association, which is responsible for the following activities: parent/guardian education, socials, and fund raising.

It is the Home and School Association's responsibility to support the administrator, teachers, and overall school program.

The Home and School Association meetings are held 5 times per year. This is a casual setting and a time for parents/ guardians to socialize and work on future projects of the school. All parents/guardians of students enrolled in St. John the Baptist School are automatically members of this group and are welcome to the meetings. The Home and School Association has four elected officials who serve alternating two-year terms.

### **EDUCATIONAL ADVISORY COMMITTEE (FAITH FORMATION COMMITTEE)**

St. John the Baptist School and Religious Education Program have an Educational Advisory Committee that serves the community in a consultative capacity to the school administration. It is made up of parents and other individuals who believe in the educational mission of the church and the mission of the school. Members are elected and/or appointed to serve a specific period of time.

Members of each Educational Advisory Committee, individually and collectively, should recognize and welcome their responsibilities for listening to comments and suggestions concerning their school and catechetical program. All matters are to be routed through regular channels. No committee member individually shall speak or act for, or in the name of, the Committee unless specifically authorized by the Committee/pastor to do so. The Education Committee is responsible to the school administration and to the pastor.

*(Archdiocesan Policy 8110.2)*

The time of the meetings of the Educational Advisory Committee will be published through the parish bulletin.

# SCHOOL ADMINISTRATION

## **ARCHBISHOP**

The Archbishop of St. Paul and Minneapolis holds the primary Canonical responsibility for all the Catholic education and formation programs within the Archdiocese. To facilitate his role as the principal teacher of Catholic doctrine and to ensure quality Catholic education in the Archdiocese, the Archbishop coordinates this ministry through the Catholic Education and Formation Ministries (CEFM). The responsibility for the formal religious instruction of the faithful remains always uniquely with the Archbishop.

The CEFM office director shall assist the Archbishop in his ministry of teaching to carry out the four-fold purposes of Catholic education: Message, Community, Service and Worship.

The director shall provide recommendations and consultative services to the Archbishop on the governance and operation of the education and formation programs of the Archdiocese. In addition, the Director shall provide services to the pastors, principals and Education Advisory Committees. (*Archdiocesan Policy #2110 and 2250*)

## **PASTOR**

The Code of Canon Law states that the pastor is the shepherd of the parish entrusted to him by the Bishop, and, as such, must carry out the duties of teaching, governing and sanctifying. Therefore, the pastor should be the parish chief administrator of all education and formation, e.g., school and catechesis, and must represent the parish in all juridical matters. As chief administrator, the pastor shall be informed about all important school and catechetical matters. (*Archdiocesan Policy #2110*)

The Pastor as chief administrator of St. John the Baptist Catholic School assists the principal in the spiritual and intellectual development of the students of the school. He celebrates Eucharist with them, directs the sacramental preparations, and encourages the teachers and the students through classroom visits.

## **PRINCIPAL** (*Archdiocesan Guideline #2301.2*)

The principal plays a vital role in the operation of a quality Catholic school. The principal is the educational leader whose role is invested with three types of responsibility: spiritual, academic, and professional.

The responsibilities of the principal should include, but are not limited to, that of faith leader, planner, organizer, director of school programs, supervisor of personnel, development of policy, management of daily operations of the school, and financial manager in the educational and formational processes of the school.

The Principal is the administrator of the school. He/she works directly with the Pastor for the spiritual and educational development of the school children. He/she has the responsibility for discipline, for the establishment and implementation of rules and regulations, and for setting a proper atmosphere in the school. He/she has the responsibility for the maintenance of records for academics and behavioral problems. In his/her absence a faculty member will take charge of the school.

### **FACULTY**

The faculty of St. John the Baptist School is made up of full- and part-time fully licensed and accredited professional teachers. All teachers hold current licensure in the State of Minnesota and are qualified to teach in their assigned subject area.

### **SCHOOL SECRETARY**

The school secretary's duties include school receptionist, general office and clerical responsibilities, and student assistant. The secretary is employed part time for the school and is supervised and directly accountable to the principal.

### **SCHOOL NURSE**

St. John School receives health services through the school district. The school nurse maintains school health and immunization records, conducts periodic health screenings, handles all emergency medical situations and oversees the general good health of the student body. The school nurse is employed, supervised and directly accountable to the school district.

### **MAINTENANCE STAFF**

The maintenance staff is employed by the parish. The school principal coordinates all building maintenance needs with the maintenance staff.

## **CURRICULUM**

As a Minnesota accredited school, St. John meets the requirements for elementary education as outlined by the Minnesota Department of Education.

The St. John School elementary education curriculum for grade Pre-K through Fifth Grade consists of an integration of basic skills (language arts, mathematics), content subjects (science, social studies) and special areas (art, music, physical education, and library) with appropriate time allotted for each discipline.

Through an integrated curriculum at St. John School, provisions are made for academic excellence and to acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively. This is accomplished by providing a stimulating environment that activates the students' interest in all aspects of the curriculum and motivates the student to seek his/her full potential.

Our goal with an integrated curriculum is to communicate an awareness that the gospel message will positively affect a child's personal everyday life as well as the life of the community around them. It is important for instruction to bear a meaningful relationship to the present and future needs and/or interests of the pupils.

### **Religion**

As teachers in a Catholic school, we are committed to supporting the parents in the development of Christian attitudes and values of the students. The success we have in teaching religion is related very closely to what the child experiences in his/her contact with his/her parents.

### **Art**

The Archdiocese Art Guide Book may be used for ideas.

### **Language Arts**

The communication skills of writing, spelling, and penmanship are stressed. We use the Houghton-Mifflin English and spelling books, and Zaner Bloser for penmanship.

### **Mathematics**

The Harcourt Math Series is taught in all grades. It emphasizes the fundamentals and has a systematic approach.

### **Music**

Music is taught twice a week. The students are instructed in basic music, singing, and Mass liturgies.

### **Physical Education**

Various games and activities are planned, with organized physical education twice a week.

**Reading**

The Houghton-Mifflin Series is used throughout the school. Small groups are instructed to meet individual needs. Phonics is taught in grades K-2. They are used to reinforce skills as needed in upper grades.

**Science**

Accent of Science, a modern oriented program produced by Silver Burnett is used in all grades.

**Social Studies**

We emphasize the necessity of knowledge in the history and geography of our country and of the world. We also provide Weekly Readers to make the children aware of issues/events that affect other children and countries.

**Title I Schedule**

The scheduling for Title I program will be announced by the principal for students who have need of extra help in language arts and math. The principal, classroom teacher and the Title I teacher will work out the best schedule to satisfy all needs.

**Instrumental Music Program**

Our students in 5th grade have the opportunity to be enrolled in the instrumental program at Hastings Middle School. Children will be released from school with parents' permission. Parents have to drive the children for their lessons at the Middle School.

**Mass Schedule**

Normally, on Wednesday morning there will be a school liturgy. Each grade level will take turns preparing for the liturgy. On Holy days of obligation the students participate in the Eucharist.

**Sacrament of Reconciliation**

Every student, who has received the Sacrament of Reconciliation, is provided with the opportunity to receive this sacrament at various times during the school year.

**Sacramental Program**

First Confession is made in the second grade before Christmas. First Communion usually takes place in the early part of May.

**Stations of the Cross**

During Lent there is an opportunity to pray the Stations of the Cross.

**Rosary**

During the months of October and May the teachers emphasize and explain the mysteries. During these months, as a school, we pray the rosary.

**Altar Servers**

Fourth grade students are invited to become Mass servers.

Parent/Student Handbook